

## **LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH**

### **Juvenile Justice Mental Health Northern Camps**

#### **VACANCY ANNOUNCEMENT Secretary III**

We are looking for a conscientious SECRETARY III to join our team. The SECRETARY III will assist the Mental Health Clinical Program Head and DMH staff with program support.

#### **Example of Duties**

Provides daily Management and Secretarial support to the Program Head.

Responsible for overseeing the day-to-day operations related to Administrative responsibilities.

Responsible for all E-CAPS timecard duties; Personnel and Payroll duties such as daily attendance, timecards/ROTO, new hire paperwork, training/vacation updates for all staff.

Provides ongoing consultation with Program Head regarding sensitive and confidential issues related to staff, the department, our collaborative partners at Los Padrinos Juvenile Hall, and the Community.

Has knowledge of DMH IS System and other software operating programs.

Responsible for creating and completing confidential spreadsheet to assist the Program Head with data analysis.

Completes Special Request forms for all staff at the clinic; orders all needed supplies for the program; and CIOB related issues.

Responsible for processing all P.E.'s, maintains, and ensures all License renewals for all staff are up to date; keeper of all employee files; responsible for Personnel liaison; coordinating conference rooms with Probation Administration; county mail distribution; fax distribution; keeper of all keys.

Responsible for CIOB network processing; liaison for all ISD issues and follow up; maintains copier/fax/color printer and reorder needed supplies for all of the machines.

Prepare documents in various formats including Excel, Word, tracking logs.

Perform other duties as requested by the Program Head

**Desirable qualifications**

- Highly organized and detailed oriented with record keeping & documentation
- Ability to work collaboratively with other Inter-Agency Departments
- Adaptable and flexible to meet the program needs
- Familiarity with Microsoft Outlook, Word and Excel

If you currently hold the payroll title of Secretary III, you may inquire and/or schedule an interview with:

Brad Kysar, LCSW  
Mental Health Clinical Program Head  
Northern Camps  
661-297-1691  
bkysar@dmh.lacounty.gov